

FACILITATOR ROLE AND RESPONSIBILITIES*

- Attend Facilitator Roundtable at Sessions 1 and 2
- Schedule meeting dates for the year
- Create agendas for MBI team meetings
- Coordinate surveys and reports
- Communicate consistently with your MBI Consultant:
 - Send and/or coordinate sending minutes
 - Coordinate data access to PBIS Assessment site
 - Coordinate the SET in the Spring
 - Set up site visits
- Serve as liaison with administrator and establish communication norms = have a conversation with your administrator about how he or she would like to stay informed and determine who is in direct contact with the consultant (you and/or the administrator, or just you)
- Maintain team's purpose statement and action plan, updating annually
- Facilitate team meetings
 - Uphold team-generated meeting norms
 - Incorporate effective meeting strategies, including data-based problem-solving and decision-making
- Provide an overview of your school's MBI progress to entire staff at least once/year

MINUTE TAKER ROLE AND RESPONSIBILITIES*

- The Minute Taker Documents the following:
 - Use an LCD - projects minutes as they're typed
 - Distribution of minutes immediately after meeting with click of a button
 - Logistics of meeting (date, time, location, roles)
 - Agenda items for today's meeting (and next meeting)
 - Discussion items, decisions made, tasks, and timelines assigned
 - Problem statements, solutions/decisions/tasks, people assigned to implement with timelines assigned, and an evaluation plan to determine the effect on student behavior
- The Minute Taker Reviews Meeting Minutes
 - An effective strategy for getting a snapshot of what happened at the previous meeting and what needs to be reviewed during the upcoming meeting
 - What was the issue/problem?
 - What were we going to do?
 - Who was going to do it?
 - By When?

*These responsibilities are in addition to those listed on TIPS Meeting Minutes Form, page 2.

- How are we measuring progress toward the goal?

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